

EEO Public file Report April 1, 2022 - March 31, 2023				HIRES			
Req. Identifier	Title	Profile Source	Total Candidates	Interviews	Hired	Recruitment Source of interviewed candidates (all vacancies posted on sources detailed on next page Recruitment Source - Selected Candidate underlined	Hired / Offer Accepted Date
STA007652	Sr. Director, HPM Technical Operations	Career Section	5	3	1	1. <u>Career Section</u> 2. career section 3. career section	4/22/2022 12:34:01 PM
STA008116	Producer 3	Career Section	6	3	1	1. <u>Referral</u> 2. Career Section, 3. Glassdoor	4/13/2022 1:34:49 PM
STA008278	Contract Compliance Specialist (HPM)	Career Section	3	3	1	1. <u>career section</u> 2. career section 3. career section	4/1/2022 2:09:01 PM
STA008718	Manager of Community Fundraising Programming for Houston Public Media	Career Section	5	3	1	1. referral 2. <u>career section</u> 3. carer section 4. Other (Current)	6/23/2022 2:56:25 PM
STA008856	Manager, Creative Services	Career Section	9	4	1	1. <u>Referral</u> 2. career section 3. career section 4. indeed	5/13/2022 10:46:45 AM
STA009053	Director, Education Initiatives & Projects	Career Section	6	3	1	1. <u>career section</u> 2. indeed 3. career section	4/11/2022 3:51:04 PM
STA009314	Digital Executive Producer- Houston Public Media	Career Section	24	3	1	1. <u>Referral</u> 2. Indeed, 3. Career Section	4/22/2022 12:22:57 PM
STA009368	Sr Producer	Career Section	12	3	1	1. other 2. career section 3. <u>referral</u>	5/26/2022 3:07:15 PM
STA009465	Digital Fundraising Specialist	Career Section	3	3	1	1. <u>Career Section</u> 2. Career Section 3. Career Section	6/23/2022 3:25:22 PM
STA009488	Digital Content Producer- Houston Public Media	Career Section	12	4	1	1. <u>give other</u> 2. referral 3. career section 4. career section	6/16/2022 1:00:30 PM
STA009551	Senior Producer	Career Section	8	3	1	1. <u>give other</u> 2. referral 3. career section 4. referral	7/11/2022 1:56:38 PM
STA009560	Reporter HI	Career Section	6	3	1	1. referral 2. <u>referral</u> 3. career section	10/21/2022 8:15:46 AM
STA009746	Development Coordinator I-III	Career Section	15	4	1	1. <u>referral</u> 2. referral 3. career section 4. career section	9/16/2022 12:49:58 PM
STA009747	Development Coordinator	Career Section	14	4	1	1. <u>other</u> 2. career section 3. indeed 4. referral	7/13/2022 10:11:21 AM
STA009810	Reporter	Career Section	13	4	1	1. indeed 2. <u>career section</u> 3. indeed 4. referral	8/23/2022 3:25:38 PM
STA009811	Reporter 1, 2 or Senior	Career Section	7	3	1	1. <u>referral</u> 2. give other 3. career section	9/28/2022 3:50:37 PM
STA009857	Sr Producer	Career Section	8	4	1	1. hire a hero 2. career section 3. indeed 4. <u>career section</u>	6/14/2022 4:13:17 PM
STA009990	Assistant Business Administrator	Career Section	6	3	1	1. career section 2. career section 3. <u>referral</u>	8/1/2022 11:52:54 AM
STA010204	Sr. Director of Programming & Outreach	Career Section	1	1	1	1. <u>career section</u>	8/31/2022 7:21:50 AM
STA010463	Producer I-III	Career Section	27	5	1	1. indeed, 2. <u>career section</u> 3. career section 4. referral 5. indeed	1/19/2023 11:56:39 AM
STA010605	Executive Producer, HPM	Career Section	5	3	1	1. <u>Career Section</u> 2. career section 3. indeed	11/17/2022 4:07:55 PM
STA010827	HPM Customer Service Specialist	Career Section	18	3	1	1. <u>career section</u> 2. indeed 3. chronicle of higher ed 4. career section	12/21/2022 3:39:53 PM
STA010915	Web Developer II-III	Career Section	14	4	1	1. career section 2. indeed 3. <u>referral</u> 4. referral	2/6/2023 12:04:37 PM
STA011013	Audience Engagement Producer	Career Section	16	3	1	1. <u>referral</u> 2. indeed 3. career section	2/16/2023 2:13:33 PM
STA011219	HPM Content Director	Career Section	7	3	1	1. indeed 2. <u>referral</u> 3. career section	2/21/2023 1:48:22 PM
STA011566	Manager, HPM Staff Outreach & Engagement	Career Section	1	1	1	1. <u>career section</u>	3/6/2023 4:51:09 PM
			251	83	26		

Listing Sites



Job Board Partners

Board	Website
Hire a Hero	http://www.hireahero.org/
Military1	https://www.wearethemighty.com
JOFDAV	https://www.jofdav.com
Glass Door	http://www.glassdoor.com
JuJu	http://www.juju.com
JobInventory.com	http://www.jobinventory.com
CareerAlerts.com	http://www.careeralerts.com
Employment Crossings	http://www.employmentcrossing.com
Jobs Trovit	https://www.job.trovit.com
RecruitABILITY	http://www.recruit-ability.com
LinkedIn	www.linkedin.com
US Diversity	https://www.usdiversity.com
African American Careers	https://www.africanamericancareers.org
African American Jobs	https://www.africanamericanjobs.org
Asian Careers	https://www.asiancareers.org
Asian Workforce	https://www.usd-asianworkforce.com
Asian Jobs	https://www.asianjobs.org
Disability Jobs	https://www.disabilityjobs.org
Disability Careers	https://www.disabilitycareers.org
USD Veterans	https://www.usd-veterans.com
Veteran Careers	https://www.veterancareers.org
Veteran Jobs	https://www.veteranjobs.org
USD Disabled Vets	https://www.usd-disabledvets.com
Gay Careers	https://www.gaycareers.org
Gay Jobs	https://www.gayjobs.org
Hispanic Careers	https://www.hispaniccareers.org
USD Hispanic Workforce	https://www.usd-hispanicworkforce.com
Hispanic Jobs	https://www.hispanicjobs.org
Native American Careers	https://www.nativeamericancareers.org
American Indian Jobs	https://www.americanindianjobs.org
Senior Careers	https://www.seniorscareers.org
Senior Jobs	https://www.seniorsjobs.org
USD Working Women	https://www.usd-workingwomen.com
Womans Careers	https://www.womenscareers.org
Womens Jobs	https://www.womensjobs.org
US Diversity	https://www.usdiversity.net
US Diversity	https://www.usdiversity.org

The boards listed will automatically pull our postings that are posted in Taleo.

Postings will also post to the Texas HERC site and the TWC site.

Other Sources:

*eQuest- Maurice Dowdell-
maurice.dowdell@equest.com*

*Inside Higher Ed/LinkedIn
tim.silver@insidehighered.com*

*HERC- Nikki Duncan-
nduncan@uh.edu*

EEO & Recruitment Initiatives

No.	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	04/02/22	EEO training for station management	On-line training for staff	All full-time employees are State of Texas required to complete the bi-annual EEO training with new employees required to complete within first 30 days of employment	All station staff
	08/31/22	NETA Professional Development Training	On-line training for staff. on-line certification	CPB/EVERFI-Workplace Bias & Harassment Training	All station staff
	06/03/22	Birkman Assessment & Training	On-line training for staff	Birkman professional development training	All station staff
	2/30/23	Birkman Assessment & Training	On-line training for staff	Birkman professional development training	20+ Recent new hires
2	04/15/22	Participation in at least 4 events sponsored by educational institutions relating to broadcasting career opportunities.	CURRENT Public Media Virtual Career Fair	Companies at the fair are searching for journalists, producers, fundraisers, engineers, managers, announcers, and much more.	Brian Wood, Jen Rice, Joshua Marroquin, Justin McKee, Kyle Claude
	04/06/22	Campus career fair-UH Cougar Pathway	University Career Services Marketing & Communications Career Fair	On-campus career fair designated for students seeking roles in marketing & communications students	Yolanda Brooks Brown, Adriana Gonzalez, Josh Marroquin
	06/07/22	Tours	Donor Tour	Lee Entsminger	Josh Adams, Lisa Shumate, Mary Ann Marucci
	08/24/22		Hewlett Packard Retiree Tour		Mary Ann Marucci, Craig Cohen, Jack Williams, Matt Harab, Andrew Schneider, Lisa Shumate
3		College Work-Study Program	College work study students assist the fundraising department in day-to-day operations and gain training and experiential learning opportunities in public media fundraising & development	Full time staff lead interns through weekly meetings & professional development workshops. Interns assist in the completion of fundraising projects, present materials & information, and meet industry professionals & speakers	Justin McKee, Josh Zinn, Laurie Johnson, Adriana Gonzalez, Mary Ann Marucci
4		College Intern Program	Expose college students to broadcasting environment	Host interns from area colleges who are majoring in broadcasting, advertising and journalism	Justin McKee, Josh Zinn, Laurie Johnson, Adriana Gonzalez, Mary Ann Marucci

EEO Narrative Statement

HOUSTON PUBLIC MEDIA—KUHF-FM; KUHT-TV

KUHF-FM and KUHT-TV are licensed to the University of Houston System and operated by Houston Public Media, a department within the University of Houston. As such, Houston Public Media (“HPM”) is required to follow the University of Houston’s affirmative action and non-discriminatory employment policies.

The University of Houston (the “University”) is an Equal Opportunity/Affirmative Action institution. The University’s policy is to ensure equal opportunity in all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran’s status, genetic information, sex (including pregnancy) sexual orientation, gender identity or status, or gender expression, except where such a distinction is required by law. The University’s and HPM’s recruitment, hiring and employment practices seek to ensure access to all segments of the local community and a nondiscriminatory work environment. Copies of the University’s affirmative action and non-discrimination policies can be found on the University’s Office of Equal Opportunity Services (“EOS”) website at <https://www.uh.edu/equal-opportunity/> . For the University of Houston System’s Official Non-Discrimination Statement, please see https://uhsystem.edu/compliance-ethics/_docs/sam/01/1d51.pdf .

Recruitment Efforts

The University and HPM utilize multiple diverse-rich recruitment channels, including the internet, publications, agencies and organizations, to recruit qualified minorities, veterans, and women and provide them equal access to HPM’s employment opportunities. These recruitment channels cross-post to other sites, broadening the University’s and HPM’s recruitment outreach further. A few examples of the recruitment sources used by the University and HPM over the past 2 years include: Texas Workforce Commission, Hire a Hero, Military 1,USD Disabled Vets, RecruitABILITY, US Diversity, African American Careers, Asian Workforce, Native American Careers, Hispanic Careers, and Gay Careers. All job listings require applicants to submit their applications through the University of Houston Human Resources website. In addition, HPM shares all open positions with its staff on a continuing basis to enable recruitment through social media and community contacts to further expand the candidate pool.

Applications

Positions for benefits-eligible staff positions are posted for a minimum of 10 business days. Employment applications are submitted through an on-line application system at <http://jobs.uh.edu>. Computers are available for those who would like to search for and apply for employment. The University also provides assistance to candidates who may not be proficient with computers and for those whose first language is not English.

The University’s Human Resources Department screens applicants to determine whether they meet or exceed the advertised minimum skills, experience and education requirements for the

posted position. Candidates passing this review have their applications forwarded to the relevant hiring department (in this case HPM).

After the positions are posted for a minimum of 10 business days, the hiring department proceeds with the hiring process. Human Resources maintains contact with the hiring department during the hiring process to ensure the review of credentials, selection of candidates for interviews and final determination of the best candidate are consistent with established employment practices. HPM has created its own Diversity, Equity and Inclusion (DEI) task force and has worked to create a diverse hiring committee to evaluate candidates. One member of the DEI taskforce sits on HPM's hiring committee.

University and HPM Employment Practices

All new employees must attend orientation and receive mandatory training, including employment discrimination training, within the first 30 days of employment and on an annual basis. EOS provides additional employment discrimination training upon request. For example, EOS and Human Resources conducted additional training specifically for HPM employees in the last year demonstrating how to identify discrimination and harassment in the workplace and providing information related to diversity and inclusion, bias prevention, and managing conflict within the workplace. Further training was provided to HPM's Diversity, Equity, and Inclusion Taskforce covering the University's Equal Opportunity and Non-Discrimination Statement, Anti-Discrimination Policy, and tips and resources related to inclusive hiring practices.

The University has specific processes in place to document and monitor employment hiring decisions and other employment decisions to prevent decisions based on bias. Employment grievances are handled through the University's Human Resource department. The University's Office of Equal Opportunity Services is responsible for addressing employment concerns regarding discrimination, harassment and/or retaliation. See <https://www.uh.edu/equal-opportunity/workforce-diversity/resources/>.

Ongoing Internal Review

The University continually monitors applicable laws and modifies its Affirmative Action and Anti-Discrimination policies as needed. Both Human Resources and EOS assess their programs continually.

HPM is committed to ongoing review of its EEO program, both in recruitment outreach as well as its employment practices.